



PLANNING COMMISSION ACTIONS

Regular Meeting
October 27, 2003
7:00 p.m.

City Council Chambers
801 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER – 7:04 p.m.

ROLL CALL – Fergusson, Fry (Chair), Halleck (Vice-chair), Pagee (arrived at 7:22 PM), Sinnott, Soffer present; Bims absent

INTRODUCTION OF STAFF – Cramer, Heineck, Murphy (recused for Item B4 – 1933 Menalto Avenue), Smith, Thompson

A. PUBLIC COMMENTS – None

B. CONSENT

1. Consideration of the minutes of the September 29, 2003 Planning Commission meeting. **COMMISSION ACTION: M/S Fry/Sinnott to approve as presented with one modification, 6-0:**
 - **Page 3, 2nd Paragraph:** Insert the following phrase at the end of the first sentence “such as security as would be in the case with a data center.”
2. Consideration of the excerpts of the September 8, 2003 Planning Commission meeting for 1923, 1927 and 1929 Menalto Avenue. **COMMISSION ACTION: M/S Fry/Sinnott to approve as presented with one modification, 6-0:**
 - **Page 4, Final Paragraph:** In the last line of the final paragraph on the page, replace “Chair Fry” with “Commissioner Sinnott”.
3. Consideration of the excerpts of the July 21, 2003 Planning Commission meeting for 849-851 Cambridge Avenue. **COMMISSION ACTION: M/S Fry/Sinnott to approve as presented with the following modifications, 5-0-1 with Commissioner Sinnott abstaining:**
 - **Page 4, 5th full paragraph** – Replace first sentence with the following: “He said that they are asking approval, including eliminating the staff recommended conditions that would have required the increased rear setback and elimination of the right side setback encroachment for the sunken patio, or a denial.”
 - **Page 6, 3rd paragraph** – In the first sentence, change the word “neighbor” to “neighbors”.

4. **Review of State Department of Alcoholic Beverage Control (ABC) Application for Person-to-Person Transfer of Ownership:** Review of State Department of Alcoholic Beverage Control (ABC) Application for Transfer of Ownership for Alcoholic Beverage Licenses for on-sale beer and wine for La Hacienda Market at 1933 Menalto Avenue. **COMMISSION ACTION: M/S M/S Soffer/Sinnott to approve 4-0-1 as recommended in the in the staff report, with Commissioner Pagee abstaining and Commissioner Fergusson recusing.**

5. **Architectural Control/Randy Ferrando/1027 Santa Cruz Avenue:** Request for architectural control approval for the construction of an attached three-car garage in the R-3 zoning district. **COMMISSION ACTION: M/S Halleck/Sinnott to approve 5-0 as recommended in the staff report with the following change, with Commissioner Pagee not yet in attendance:**
 - **Add condition f:** Prior to building permit issuance, the applicant shall submit revised plans indicating that the proposed three-car garage will maintain minimum interior clear dimensions of 30 feet in width and 20 feet in depth subject to review and approval of Planning staff.

6. **Architectural Control Review/Gary Ahern/325 Sharon Park Drive:** Request for architectural control review for changes to a storefront in Building B of the Sharon Heights Shopping Center. **COMMISSION ACTION: M/S M/S Halleck/Sinnott to approve 5-0 as recommended in the staff report, with Commissioner Pagee not yet in attendance.**

C. PUBLIC HEARING

1. **Use Permit/Lisa Anter/1800 El Camino Real:** Request for a use permit for a private recreational use (health and fitness center) on a property that is non-conforming in regard to parking. **COMMISSION ACTION: M/S Soffer/Halleck to approve as recommended in the staff report with the following changes, 6-0:**

- **Modify condition d to change the expiration date from 2003 to 2007 and insert the word “large” before “exercise equipment” in the third bullet as follows:**

The approval shall expire on October 27, 2007, four years from the date of the Planning Commission approval, subject to the following restrictions:

- No more than two workers shall be on the site at any one time during normal business operations;
- No more than ten clients shall be on the site at any one time during normal business operations;
- No more than 12 pieces of large exercise equipment shall be on the site available for clients;
- Workouts shall be limited to one 30-minute session per client per day;
- Hours of operation shall be limited to 7:00 a.m. to 1:00 p.m. and 4:00 p.m. to 7:00 p.m. Monday through Thursday and until 6:00 p.m. on Friday, 8:00 a.m. to 11:00 a.m. on Saturday, and closed on Sunday.

2. **Use Permit/Jing Quan/20 Kelly Court:** Request for a use permit to construct a mezzanine of approximately 1,384 square feet and modify the mix of office, assembly and warehouse uses on the existing first floor of a building in the M-2 zoning district and a use permit for the storage and use of hazardous materials on the property. *Continued to the regular meeting of November 17, 2003 prior to the meeting.*

D. REGULAR BUSINESS

1. **Architectural Control/Montgomery Anderson/75 Arbor Road:** Request for architectural control review to modify an existing fence, by replacing a portion of the fence with a new fence segment approximately five feet from the front property line (approximately four feet closer to the front property line than the existing fence) to screen a main switchboard panel adjacent to Arbor Road. **COMMISSION ACTION: M/S Pagee/Halleck to approve as recommended in the staff report with the following changes, 6-0:**
 - **Add condition f:** Prior to building permit issuance, the applicant shall submit revised plans showing a two-foot setback from the proposed fence to the driveway and a corresponding adjustment to the placement of the electrical switch panel subject to review and approval by Planning staff.
 - **Modify condition d to clarify that the landscape plan shall include an irrigation plan as follows:** Prior to installation of new landscaping, the applicant shall submit a revision to the landscape and irrigation plan to identify the species and size of shrubs to be installed between the new fence and front property line for review and approval by the Planning Division.
2. **Sign Review & Architectural Control/Ron DuHamel/495 El Camino Real:** Request for sign approval for new and replacement signs, including a 16-foot tall freestanding sign, containing the colors yellow and red, and approval of architectural control for changes to the two pump island canopies. **COMMISSION ACTION: M/S Fergusson/Halleck to approve as recommended in the staff report with the following changes, 6-0:**
 - **Add condition e:** Prior to building permit issuance, the applicant shall submit revised plans with the following modifications and clarifications subject to review and approval of Planning staff:
 - Maintain the mansard roofs on both canopies and the main service center building;
 - Eliminate any proposed signage from the canopies;
 - Propose building and roof colors in shades of grey that range from the existing grey of the building to the proposed grey of the base of the building, using white as an accent color and not a field color.
 - Show the proposed location of the new monument sign on the site plan.

E. COMMISSION BUSINESS, REPORTS, AND ANNOUNCEMENTS

1. **Scheduling Planning Commission Meetings for Calendar Year 2004.** The Commission commented on its preferences for the upcoming calendar year. Staff will return with a draft calendar at the next Commission meeting.
 - In other business, Chair Fry requested that upcoming appeals of Commission decisions to the City Council be placed on the Commission's agendas for discussion.

ADJOURNMENT – 10:00

Future Planning Commission Meeting Schedule

Regular Meeting	November 3, 2003
Regular Meeting	November 17, 2003
Regular Meeting	December 1, 2003
Regular Meeting	December 15, 2003